

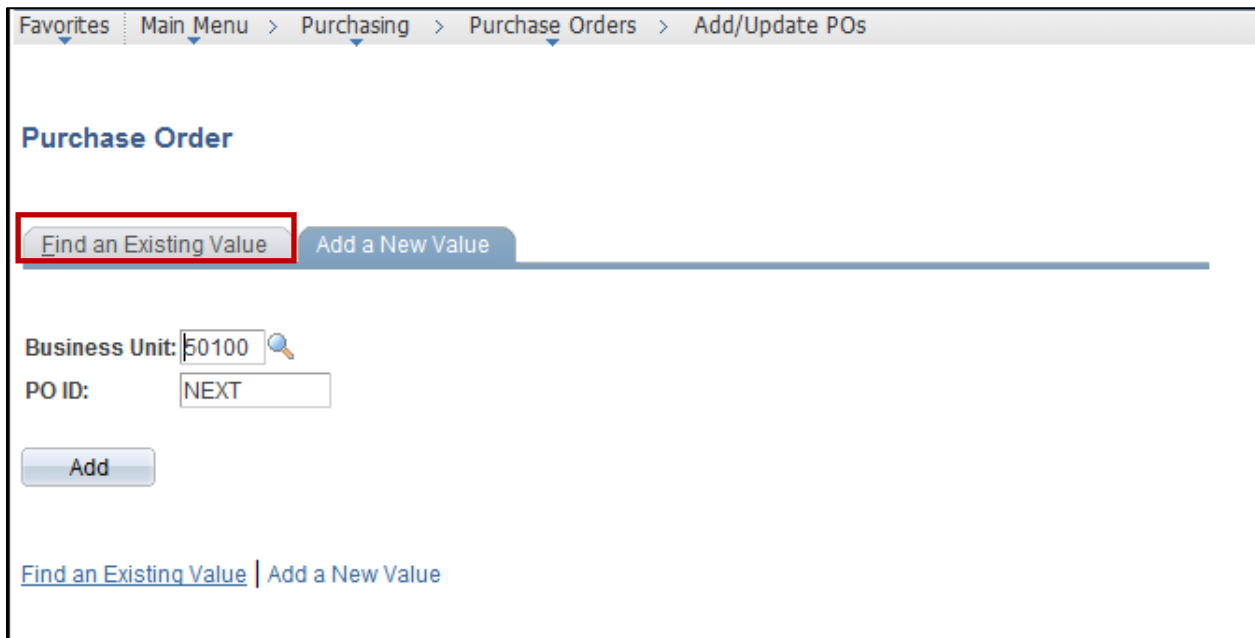
**About Updating the ChartField Distribution on a PO when Vouchered**

There are instances when a PO has been partially received/vouchered and due to fiscal changes in budgets or project coding, it is necessary to change/edit the chart of accounts distribution for the remaining balance. The following steps are performed by the Buyer.

**Note:** If necessary, Fiscal can change the ChartField Distribution on the PO voucher after the PO or Receipt is copied to the voucher.

- 1 Navigate using the following path:

**Purchasing > Purchase Orders > Add Update POs**



- 2 The **Purchase Order Add a New Value** tab displays. Click the **Find an Existing Value** tab.

## ChartField on PO When Vouchered


Favorites Main Menu > Purchasing > Purchase Orders > Add/Update POs


### Purchase Order


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)


Maximum number of rows to return (up to 300):


**Business Unit:** =  


**PO ID:** begins with  


**Purchase Order Date:** =  


**PO Status:** =

**Short Vendor Name:** begins with  

**Vendor ID:** begins with  

**Vendor Name:** begins with  

**Buyer:** begins with  


**Buyer Name:** begins with  

**PO Type:** =

**Purchase Order Reference:** begins with

**Hold From Further Processing** ☐

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 3 On the **Find an Existing Value** tab, enter the **Purchase Order** number in the **PO ID** field.
- 4 Click the **Search** button.



## Procurement Job Aid

### ChartField on PO When Vouchered

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window

#### Maintain Purchase Order

##### Purchase Order

Business Unit: 50100 PO ID: 0001071559

Copy From:

PO Status: Dispatched

☐ Hold From Further Processing [Current Change Reason](#)

**Header**

\*PO Date: 04/18/2013 Vendor Search

Vendor: SUPERIOR P-005 [Vendor Details](#)

\*Vendor ID: 0000036233 Superior Paving Corporation

\*Buyer: MIKE.HALL Hall, Mike (VDOT)

PO Reference: PLANT MIX

Web IMS?: ☐

[Header Details](#) [Activity Summary](#) [Document Status](#) [Edit Comments](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Requisitions](#) [PO Activities](#)

Backorder Status: Not Backordered [Create BackOrder](#)

Receipt Status: Not Recvd

\*Dispatch Method: Print [Dispatch](#)

eVA PO Type: R01 Routine Bill Vendor

eVA Order Method: URL

eVA Interfaced: SEVA

eVA Dttm: 04/19/2013 9:00:34AM

**Amount Summary**

Merchandise: 904,293.08

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 904,293.08 USD

Add Items From: [Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display: Line:  To:  [Retrieve](#)

5 Click on the **Activity Summary** hyperlink.

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

#### Activity Summary

Business Unit: 50100 PO Status: Dispatched

Purchase Order: 0001071559 Vendor: Superior Paving Corporation

Merchandise Amount: 904,293.08 USD

Merchandise Receipt: 0.00 USD

Merchandise Returned: 0.00 USD

Merchandise Invoice: 647,335.59 USD

Merchandise Matched: 647,335.59 USD

**Lines** [Customize](#) [Find](#) [View All](#) First 1-3 of 3 Last

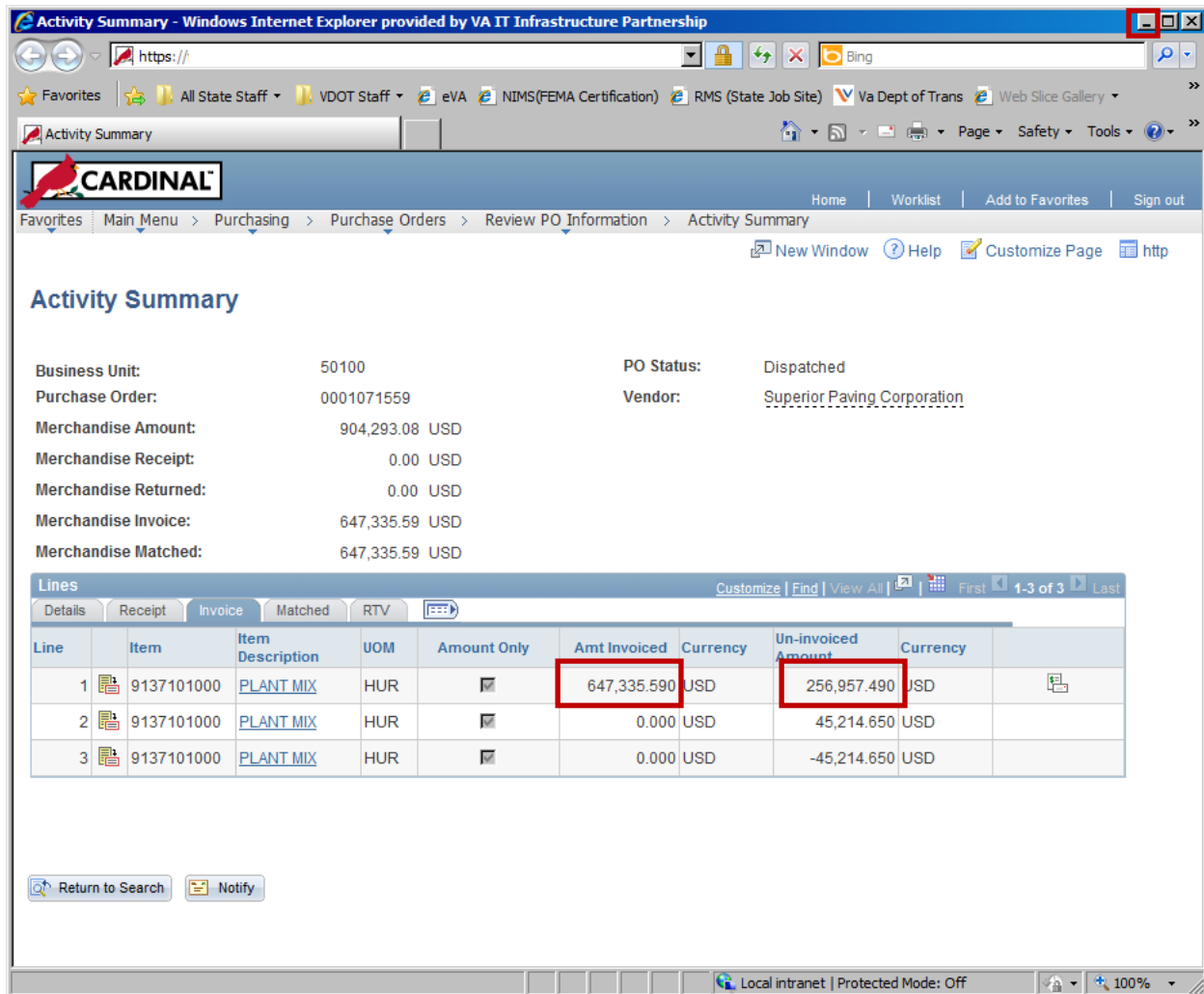
Details Receipt **Invoice** Matched RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	9137101000	<a href="#">PLANT MIX</a>	HUR	1.0000	904,293.080	USD	
2	9137101000	<a href="#">PLANT MIX</a>	HUR	1.0000	45,214.650	USD	
3	9137101000	<a href="#">PLANT MIX</a>	HUR	1.0000	-45,214.650	USD	

[Return to Search](#) [Notify](#)

## ChartField on PO When Vouchered

- 6 The **Merchandise Amount**, **Invoice Amount** and **Merchandise Matched** information displays. Click on **Invoice** tab.



**Activity Summary**

Business Unit: 50100 PO Status: Dispatched  
Purchase Order: 0001071559 Vendor: Superior Paving Corporation  
Merchandise Amount: 904,293.08 USD  
Merchandise Receipt: 0.00 USD  
Merchandise Returned: 0.00 USD  
Merchandise Invoice: 647,335.59 USD  
Merchandise Matched: 647,335.59 USD

**Lines** Customize | Find | View All | First 1-3 of 3 Last

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-invoiced Amount	Currency
1	9137101000	PLANT MIX	HUR	<input checked="" type="checkbox"/>	647,335.590	USD	256,957.490	USD
2	9137101000	PLANT MIX	HUR	<input checked="" type="checkbox"/>	0.000	USD	45,214.650	USD
3	9137101000	PLANT MIX	HUR	<input checked="" type="checkbox"/>	0.000	USD	-45,214.650	USD

Return to Search Notify

- 7 The **Amt Invoiced** and **Un-Invoiced** amounts are shown. Take note of these amounts and minimize page.

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

PO ID: 0001071559  
 Copy From:  ☐ Hold From Further Processing [Current Change Reason](#)

**Header**  
 \*PO Date: 04/18/2013 [Vendor Search](#)  
 Vendor: SUPERIOR P-005 [Vendor Details](#)  
 \*Vendor ID: 0000036233 Superior Paving Corporation  
 \*Buyer: MIKE.HALL [Hall, Mike \(VDOT\)](#)  
 PO Reference: PLANT MIX  
 Web IMS?: ☐

Backorder Status: Not Backordered [Create BackOrder](#)  
 Receipt Status: Not Recvd  
 \*Dispatch Method: Print [Dispatch](#)  
 eVA PO Type: R01 [Routine Bill Vendor](#)  
 eVA Order Method: URL  
 eVA Interfaced: SEVA  
 eVA Dttm: 04/19/2013 9:00:34AM

**Amount Summary**  
 Merchandise: 904,293.08  
 Freight/Tax/Misc.: 0.00 [Calculate](#)  
 Total Amount: 904,293.08 USD

[Header Details](#) [Activity Summary](#)  
[PO Defaults](#) [Document Status](#)  
[Requisitions](#) [Edit Comments](#)  
[PO Activities](#) [Add ShipTo Comments](#)

Add Items From: [Purchasing Kit](#) [Catalog](#) [Item Search](#)  
 Select Lines To Display: Line:  To:  [Retrieve](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	9137101000	PLANT MIX	1.0000	HUR	9137101	904,293.08000	904,293.08	Open			
2	9137101000	PLANT MIX	1.0000	HUR	9137101	45,214.65000	45,214.65	Open			
3	9137101000	PLANT MIX	1.0000	HUR	9137101	-45,214.65000	-45,214.65	Open			

[View Approvals](#) [Close Short All Lines](#) \*Go to:  [More ...](#)  
[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

8 Click on the **Schedule** icon.

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

[New Window](#)

**Maintain Purchase Order**  
**Schedules**

Unit: 50100 Vendor: SUPERIOR P-005 PO Status: Dispatched  
 PO ID: 0001071559 PO Date: 04/18/2013

[Return to Main Page](#)

**Lines** [Find](#) [View All](#) [First](#) [1 of 3](#) [Last](#)

Line: 1 Item: 9137101000 [PLANT MIX](#) PO Qty: 1.0000 HUR Merchandise Amt: 904,293.08 USD

**Schedules** [Customize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status				
1	04/18/2013	CNTRL OF 1	1.0000	904,293.08000	904,293.08	Active				

[Add ShipTo Comments](#)  
[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

## ChartField on PO When Vouchered

- 9 Click on the **Distribution/Chartfields** icon.

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs New Window

---

**Maintain Purchase Order**

**Distributions for Schedule 1**

Unit: 50100 Vendor: SUPERIOR P-005  
 PO ID: 0001071559 Item: 9137101000 [PLANT MIX](#)  
 Line: 1  
 Schedule: 1 Status: Active

\*Distribute By:  Schedule Qty: 1.0000  
 Merchandise Amount: 904,293.08 USD  
 Doc. Base Amount: 904,293.08 USD

SpeedChart:  [Multi-SpeedCharts](#)

Distribution											
Chartfields	Details/Tax	Asset Information	Req Detail	Statuses							
Dist	Status	Percent	Merchandise Amount	Currency	GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Center
1	Open	100.0000	904,293.08	USD	50100		5012550	04100	604002	18002	

OK Cancel Refresh

- 10 The **Distribution** and total PO amount display.

- 11 Scroll to the far right.

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs New Window

---

**Maintain Purchase Order**

**Distributions for Schedule 1**

Unit: 50100 Vendor: SUPERIOR P-005  
 PO ID: 0001071559 Item: 9137101000 [PLANT MIX](#)  
 Line: 1  
 Schedule: 1 Status: Active

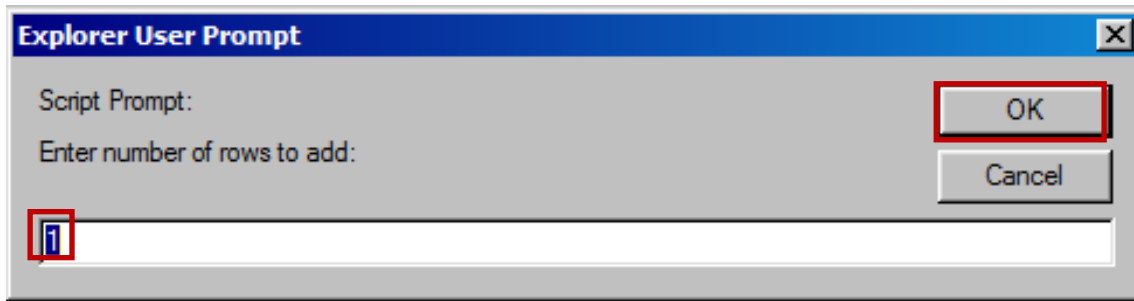
\*Distribute By:  Schedule Qty: 1.0000  
 Merchandise Amount: 904,293.08 USD  
 Doc. Base Amount: 904,293.08 USD

SpeedChart:  [Multi-SpeedCharts](#)

Distribution										
Chartfields	Details/Tax	Asset Information	Req Detail	Statuses						
Dist	Status	Percent	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	
1	Open	100.0000	0000103219	731						

OK Cancel Refresh

- 12 Click the + button to add another distribution line.



**Explorer User Prompt**

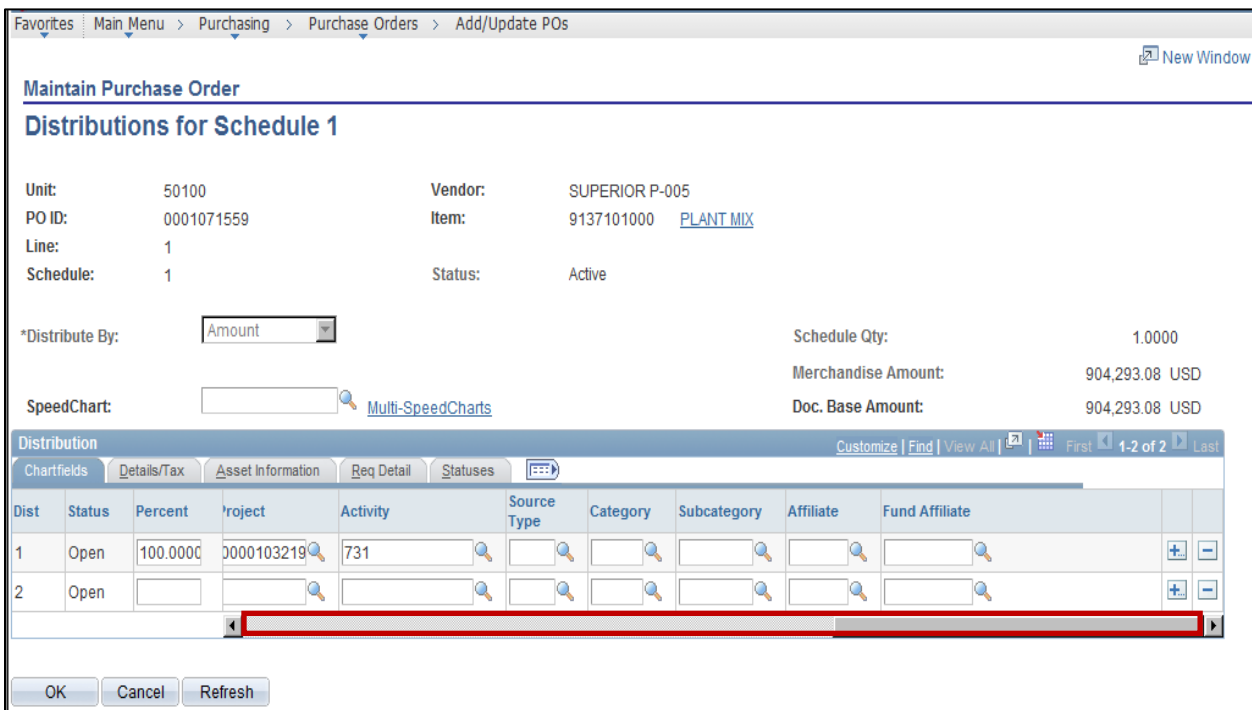
Script Prompt:

Enter number of rows to add:

**OK** **Cancel**

**13** **Explorer User Prompt** pop up box displays. The number of rows to add defaults to 1. Change the value if you need to add more than one line.

**14** Click the **OK** button.



**Maintain Purchase Order**

**Distributions for Schedule 1**

Unit: 50100 Vendor: SUPERIOR P-005  
 PO ID: 0001071559 Item: 9137101000 [PLANT MIX](#)  
 Line: 1  
 Schedule: 1 Status: Active

\*Distribute By:  Schedule Qty: 1.0000  
 Merchandise Amount: 904,293.08 USD  
 Doc. Base Amount: 904,293.08 USD

SpeedChart:  [Multi-SpeedCharts](#)

**Distribution** [Customize](#) [Find](#) [View All](#) [First](#) [1-2 of 2](#) [Last](#)

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses						
Dist	Status	Percent	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	
1	Open	100.0000	0000103219	731						<a href="#">+</a> <a href="#">-</a>
2	Open									<a href="#">+</a> <a href="#">-</a>

**OK** **Cancel** **Refresh**

**15** The two distributions are visible and available for edit.

**16** Click the **scroll bar** to scroll right.

## ChartField on PO When Vouchered

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window

### Maintain Purchase Order

#### Distributions for Schedule 1

Unit: 50100 Vendor: SUPERIOR P-005  
 PO ID: 0001071559 Item: 9137101000 [PLANT MIX](#)  
 Line: 1  
 Schedule: 1 Status: Active

\*Distribute By:  Schedule Qty: 1.0000  
 Merchandise Amount: 904,293.08 USD  
 Doc. Base Amount: 904,293.08 USD

SpeedChart:  [Multi-SpeedCharts](#)

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Center
1	Open	67.2637	608,261.39	USD	50100		5012550	04100	604002	18002	
2	Open	32.7363	296,031.69	USD	50100		5012550	04100	604002	10008	11120010

OK Cancel Refresh

- 17 Change the amount on **Dist 1** to the amount already invoiced and vouchered. Use the **Activity Summary** page, which is minimized on your desktop, to capture the correct amount.
- 18 Insert the un-invoiced amount on **Dist 2**, from the **Activity Summary** (minimized on your desktop).
- 19 Insert a valid chart of accounts (distribution) into **Dist 2**
- 20 Click the **OK** button.

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window

### Maintain Purchase Order

#### Schedules

Unit: 50100 Vendor: SUPERIOR P-005 PO Status: Dispatched  
 PO ID: 0001071559 PO Date: 04/18/2013

[Return to Main Page](#)

Line	Item	PO Qty	Merchandise Amt
1	9137101000 <a href="#">PLANT MIX</a>	1.0000 HUR	904,293.08 USD

[Schedules](#) Customize | Find | View All | First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	04/18/2013	CNTRL OF1	1.0000	904,293.08000	904,293.08	Active

[Add ShipTo Comments](#)

Save Return to Search Notify Refresh Add Update/Display

- 21 The **Maintain Purchase Order** page displays. Click the **Save** button. Updating Chart of Accounts distribution is complete.



### NOTE:

This job aid showed For PO's that are distributed by **Quantity**, the same process is followed, except for entering the quantities invoiced and uninvoiced from the **Activity Summary** page.

### Amount

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window

#### Maintain Purchase Order

##### Distributions for Schedule 1

Unit: 50100 Vendor: SUPERIOR P-005  
 PO ID: 0001071559 Item: 9137101000 [PLANT MIX](#)  
 Line: 1 Status: Active  
 Schedule: 1

\*Distribute By: Amount Schedule Qty: 1.0000  
 Merchandise Amount: 904,293.08 USD  
 Doc. Base Amount: 904,293.08 USD

SpeedChart:  [Multi-SpeedCharts](#)

Distribution Customize | Find | View All | First 1-2 of 2 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses								
Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Center	T
1	Open	67.2637	608,261.39	USD	50100		5012550	04100	604002	18002		
2	Open	32.7363	296,031.69	USD	50100		5012550	04100	604002	10008	11120010	

OK Cancel Refresh

### Quantity

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window

#### Maintain Purchase Order

##### Distributions for Schedule 1

Unit: 50100 Vendor: DRANREF LL-001  
 PO ID: 0001058958 Item: 9243535000 [TRAINING, MISCELLANEOUS MISCELLANEOUS TRAINING](#)  
 Line: 1 Status: Active  
 Schedule: 1

\*Distribute By: Quantity Schedule Qty: 1100.0000  
 Merchandise Amount: 143,000.00 USD  
 Doc. Base Amount: 143,000.00 USD

SpeedChart:  [Multi-SpeedCharts](#)

Distribution Customize | Find | View All | First 1-2 of 2 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses								
Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Cen
1	Open	25.9091	285.000	37,050.00	USD	50100		5012750	04100	699001	10008	1112001
2	Open	74.0909	815.000	105,950.00	USD	50100		5012240			10003	

OK Cancel Refresh